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CIA/opc: [ ] Approved For Release 2002/05/09 : CIA-RDP86B01053R000100020020-1

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Rescission: [ ] 1) pages 9, 9a dtd 17 July 51;  
2) page 9.1 dtd 13 April 51; 3) page 9.2 dtd 13 April 51;  
4) page 9.3 dtd 13 April 51; and 5) page 9.4 dtd 14 April 51,  
(rescinded 10 July 51) - - -

### Functions of the Logistics Division

#### 1. Purpose

To provide staff planning, coordination, control, and supervision of CIA/opc supply, facilities, and related services.

#### 2. Major Functions

Provides staff supervision and direct action, as appropriate, to insure that the following functions are properly performed throughout CIA/opc with respect to supply, facilities, and related services:

- a. Formulation of CIA/opc logistics plans and programs related thereto.
- b. Development, consolidation, editing, and further processing of all CIA/opc logistical requirements and requisitions.
- c. Acquisition, storage, distribution of, and accounting for supplies.
- d. Establishes priorities and allocation of regulated items of supply.
- e. Collection and disposition of surplus, excess, salvage, and captured supplies.
- f. Organization, allocation, and deployment of logistics personnel and support bases.
- g. Maintenance and repair of supplies and equipment.
- h. Construction.
- i. Acquisition, allocation, administration, and disposition of real estate.
- j. Establishment, maintenance, and repair of facilities and installations.
- k. Use of technical equipment.

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1. Medical supplies and facilities.

m. Transportation.

3. Organization

The Logistics Division consists of the following:

- a. Office of the Chief
- b. Supply Branch
- c. Facilities and Services Branch
- d. Logistics Plans Branch
- e. Control Branch

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Functions of the Control Branch, Logistics Division1. Purpose

The Control Branch, Logistics Division, is responsible for gathering, analyzing and evaluating data relative to the efficiency of logistic support throughout CIA/opc; for recommending changes of policies, organization, procedures and methods which require corrective action; for developing and supervising the statistical and reporting activities of the Logistics Division; and for constantly advising the Chief, Logistics Division, on the progress of all phases of the Division's mission.

2. Major Functions

- a. Initiates, develops and coordinates statistical reports to provide adequate information on logistical operations.
- b. Consolidates and evaluates logistic reports and advises the Chief, Logistics Division, of progress and developments.
- c. Advises appropriate offices in the proper application of machine accounting available in the Logistics Division.
- d. Conducts within the Logistics Division highly specialized studies of problems ranging from basic questions of policy and major procedures to office systems.
- e. Develops plans and requirements for machine accounting service essential to logistical planning, accounting and estimating, and develops arrangements for provisions of such services.
- f. Provides evaluated intelligence to all divisions for guidance in logistics problems.

3. Organization

The Control Branch of the Logistics Division is composed of the following:

- a. Office of the Chief
- b. Organization and Methods Section
- c. Reports and Statistics Section
- d. Field Supervision Section

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Functions of the Logistics Plans Branch, Logistics Division

1. Purpose

The Logistics Plans Branch of the Logistics Division, Administration and Logistics Staff, is the monitoring and coordinating echelon for (a) support planning and programming of supply, facilities, and related services, and (b) technical supervision of approved support projects and programs involving supply, facilities, and related services.

2. Major Functions

The major functions of the Logistics Plans Branch include the following, within the framework of over-all coordination by the AL Planning Staff:

a. With respect to general over-all responsibility for the coordination of such support planning and programming, both current and future, initiation of appropriate logistical planning, or such supervision of planning or programming as is directed by proper authority.

b. With respect to the Logistics and Administration Annexes of CIA/opc Strategic Plans,

(1) To define the scope, content, and format with respect to supply, facilities, and related services.

(2) To recommend assignments of responsibility for preparation.

(3) To monitor such preparation.

c. With respect to support of CIA/opc Strategic Plans involving supply, facilities, and related services,

(1) To monitor the prescription, by appropriate echelons (whether within or outside the CIA/opc Logistics Division), of the format and content of annexes and appendices thereto.

(2) To recommend the assignments of responsibility for the preparation of such annexes and appendices.

(3) To provide general supervision of the preparation of detailed requirements by all elements of CIA/opc and to coordinate the assistance of appropriate staff echelons therefor.

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(4) To review annexes, appendices, and detailed requirements in conjunction with appropriate staff echelons.

(5) To collate results of such review, and to recommend to higher authority appropriate revision thereof.

d. With respect to feasibility analysis of the requirements for supply, facilities, and related services in support of CIA/opc Strategic Plans, and resultant programs and projects.

(1) To monitor the analysis of such requirements by appropriate staff elements, whether such elements are within or outside of the Administration and Logistics Staff.

(2) To collect and collate such analyses.

(3) To analyze the results of such analyses for strategic-logistic implications and effects, and to make appropriate recommendations to higher authority.

e. With respect to the development of support programs for materiel, facilities, and related services,

(1) To monitor the development by appropriate staff elements of such programs.

(2) To review and collate all such support programs for competence, and to make appropriate recommendation thereon.

(3) To monitor the establishment and maintenance, by appropriate elements, of resources balance sheets for current and future procurement.

(4) To monitor the apportionment of present and planned resources in order to provide guides and limitations essential to sound planning and programming.

(5) To monitor the earmarking of resources for programs and projects as such are approved, including the maintenance of appropriate records.

(6) To monitor the allocation of such resources.

(7) To monitor the exercise, by staff elements, of their respective responsibilities in the execution and accomplishment of support programs, including the maintenance of appropriate records.

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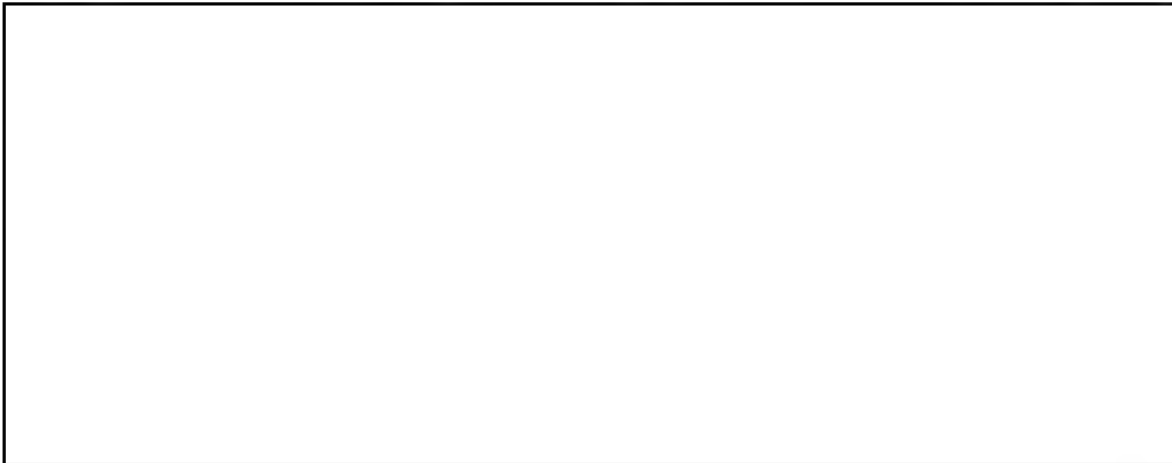
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f. With respect to the logistics aspects of the collection, collation, and evaluation of intelligence data,

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(3) To exploit existing military, civilian, and CIA/opc sources, or to initiate collection activities, to the end that competent logistic intelligence data is available to all CIA/opc planning and operational echelons.

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(4) To prepare appropriate estimates of availabilities of foreign [REDACTED]

(5) To prepare logistic intelligence data for such dissemination as may be approved.

g. To transmit to higher authority such reports, and to make such recommendations concerning the status and progress of all activities noted above, as are appropriate.

### 3. Organization

The Logistics Plans Branch of Logistics Division, Administration and Logistics Staff is composed of the following:

- a. Office of the Chief, Logistics Plans Branch
- b. War Plans Section
- c. Current Operations Section
- d. Logistics Intelligence Section

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12 March 52Functions of the Supply Branch, Logistics Division1. Purpose

The Supply Branch of the Logistics Division, Administration and Logistics Staff, is the responsible echelon to provide (1) staff supervision, guidance, and coordination in the development of logistical support programs and projects, and the analysis, review, and consolidation of such requirements for transmission to higher authority, (2) the technical supervision of materiel distribution, supply control, and property accountability, and (3) the formulation and development of such over-all special programs and projects which do not come within the proper cognizance of other offices.

2. Major Functions

The major functions of the Supply Branch include the following:

a. With respect to the over-all responsibility for the furnishing of guidance and coordination in the development and submission of logistical support programs and projects,

(1) To provide guidance, and to coordinate and promulgate policy and procedures for the uniform preparation and submission of line item requirements in support of approved programs and projects,

(a) To formulate basic planning guides for materiel support.

(b) To formulate, review, and approve CIA/opc TO/E's, T/A's, and Special Allowances for field support activities.

(c) To develop and coordinate the formulation of standard supply and replacement factors and consumption rates.

(d) To obtain and disseminate supply and demand data.

(e) To develop and disseminate supply and equipment capability studies.

(2) To compile, analyze, and review proposed programs for detailed support requirements.

(4) To consolidate and prepare for transmission to higher authority and other echelons, initial and revised detailed support requirements.

(5) To exercise the necessary staff supervision to assure that requirements computations are guided by appropriate programs and policies, and comply with:

- (a) CIA/opc charter commitments
- (b) Program and project limitation
- (c) Budget ceilings

(6) To prepare periodic logistic summaries of program activities by country, base of supply, and line division.

b. With respect to the accomplishment of established support programs,

(1) To review and process for procurement all CIA/opc materiel requisitions, and maintain the necessary records relative thereto.

(2) To determine stock levels, based on consumption factors, lead time, and local operational demands.

(3) To formulate and supervise materiel scheduling and programming.

(4) To review constantly the progress of all supply programs for the primary purpose of assuring the availability of materiel.

c. With respect to the technical supervision of materiel distribution, supply control, and property accountability, and as required to supplement over-all CIA policies and procedures,

(1) To develop, and coordinate, and supervise distribution methods, organization, and procedures, including requisition, receipt, storage, and issuance of materiel.

(2) To formulate stock control methods and procedures for overseas supply facilities in order to assure effective and timely support of operations.

(3) To develop, review, and process for staff approval all policies, procedures, and programs apropos of distribution procedures and methods.

(4) To assure the maintenance of appropriate records and the provision of timely reports pertaining to CIA/opc property accountability.



(5) To monitor the collection, supervision, and disposition of surplus, excess, salvage, recovered, and captured materiel.

(6) To arrange for the training of materiel specialists for CIA/opc field deployment.

d. With respect to the formulation and development of such overall special programs and projects which do not come within the proper cognizance of other offices,

(1) To assist in the development of special sources of supply.

(2) To recommend appropriate action on programs or projects based entirely upon specialized equipment.

(3) To provide technical advice on logistical programs in support of special CIA/opc missions including stockpiling.

(4) To develop CPX problems and logistical training aids.

(5) To monitor the "Captured Enemy Materiel" Program.

### 3. Organization

The Supply Branch of the Logistics Division, Administration and Logistics Staff is composed of the following:

- a. Office of the Chief, Supply Branch
- b. Requirements Section
- c. Distribution Section
- d. Materiel Planning and Scheduling Section
- e. Materiel Recovery and Disposal Section
- f. Special Programs Section

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Functions of the Facilities and Services Branch, Logistics Division1. Purpose

The Facilities and Services Branch of the Logistics Division, Administration and Logistics Staff, is the over-all monitoring and coordinating echelon for base level support of overseas operational requirements, technical liaison, guidance, and supervision of facilities and service support.

2. Major Functions

The major functions of the Facilities and Services Branch include the following:

a. Over-all responsibility for monitoring and coordinating overseas real-estate requirements including:

(1) Maintenance of liaison with all military and civilian agencies involved in the planning for, and construction of, CIA/opc bases and facilities, on all aspects of such activities to meet facilities support requirements.

(2) Reviewing and analyzing overseas real-estate requirements of geographic divisions and submission to supporting agencies.

(3) Monitoring the construction and operation of overseas bases to assure continuing adequate service support.

(4) Formulating and recommending policies and standards for maintenance of overseas facilities [REDACTED]

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(5) Maintaining records of interest in and utilization of real estate overseas.

(6) Formulating and recommending policy for disposal of real estate and facilities.

(7) Further, initiating such action necessary to assure the most efficient and economical utilization of overseas facilities and installations.

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b. With respect to the responsibility for technical liaison, guidance, and supervision of logistic and service support of CIA/opc operational requirements,

(1) Provides technical advice and coordination of logistical programs.

(2) Develops, collates, analyzes, and reviews for competence, completeness, and suitability, technical service support requirements.

(3) Prepares technical field manuals for planning and operational use.

(4) Provides appropriate technical liaison channels with the military services and civilian sources essential to the orderly formulation of logistic and service planning and support of operational requirements.

### 3. Organization

The Facilities and Services Branch of the Logistics Division, Administration and Logistics Staff is composed of the following:

- a. Office of the Chief
- b. Facilities Section
- c. Technical Service Section

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